

Effective Date: September 2020

Responsible Official: Executive Director

3.3 Paid Time Off Policy

GMHEC values the overall wellbeing of our employees and recognizes the importance to health of sufficient time away from work. Our generous Paid Time Off (PTO) policy provides you with flexibility to use your accrued time off to meet your personal needs as well as to cover GMHEC holidays.

You will accrue PTO each pay period and, other than for holidays, it is up to you to allocate how you will use your accrued time – for vacation, illness, caring for children, school activities, medical/dental appointments, leave, personal business, emergencies or other needs.

Eligibility:

- You are eligible to accrue PTO if you are a regular status employee scheduled to work at least 25 hours per week. Eligible employees accrue PTO on all paid hours (except that no accrual occurs for hours in excess of 38.75 per week.) You will not accrue PTO time while you are on an unpaid leave of absence or on other unpaid time.

Accrual Schedule:

- PTO is accrued each pay period. The amount of accrual is based on your length of service, according to the chart below, as well as your paid hours for the pay period. Years of service are based on anniversary of hire; you will begin accruing at the next higher level in the pay period following your anniversary. The Annualized Accrual column, below, shows the number of PTO days you will accrue at each Year of Service level, assuming you work/are paid for the entire year. Note that PTO accrues based on hours paid so “Days” accrued are automatically prorated based on each employee’s paid time schedule. For example, a full-time employee with 9 years of service will accrue thirty 7.75 hour days of PTO (232.5 hours), while a part-time employee with 9 years of service who works 6 hours per day would accrue thirty 6 hour days of PTO (180 hours).
- GMHEC employees with prior years of experience at one of our founding members schools will be given credit for the eligible years of service with the member school. Breaks in service at colleges and/or prior to joining GMHEC will not count towards credit.

Completed Full Years of Service	Accrual Factor (Hourly)	Annualized Accrual (Days)
less than 2	0.0846	22
2	0.0885	23
3	0.0923	24
4	0.0962	25
5	0.1000	26
6	0.1038	27
7	0.1077	28

8	0.1115	29
9	0.1154	30
10	0.1192	31
11	0.1231	32
12	0.1269	33
13	0.1308	34
14	0.1346	35
15	0.1385	36

Minimum Increments of PTO:

- The minimum amount of PTO you can use at one time depends on whether you are an exempt or a non-exempt status employee. If you are non-exempt, you may not take less than a quarter hour; if you are an exempt status employee you must take PTO in increments of not less than one-half day. For a full-time employee, a half day is 3.875 hours.

General PTO guidelines:

- The combination of PTO and regular worked hours each pay period should equal an employee's regular scheduled hours. Employees may not enter PTO in excess of their scheduled hours. Employees not on a formal leave status must use any accrued PTO to cover absences from work unless they have been granted an unpaid absence (FMLA or other); without such approval employees may not choose to take time unpaid if they have PTO available.
- In the event that your anniversary date falls in the middle of a pay period, you are entitled to PTO accrual for the entire pay period at the new accrual rate.

Negative Balances:

- Exempt (salaried) employees may borrow up to 5 days of PTO, with manager's permission. Such negative PTO balances will only be allowed in extenuating circumstances.

Holiday Schedule:

- GMHEC designated holidays each year are:
 - New Year's Day
 - Thanksgiving Day
 - Day After Thanksgiving
 - Christmas Day
 - Winter Break (4 days between Christmas and New Year's)
- The GMHEC offices will be closed on designated holidays.
- Note that the Winter Break is at the President's discretion and depends on the Winter Break of the member colleges. Employees will be notified in October whether there will be a Winter Break and for how long.
- Occasionally, operations necessitate that certain employees work on a designated holiday. The Executive Director or her designee will notify employees when this must occur. Employees will receive regular pay when obliged to work on a holiday and an additional day will be added to their PTO via entering hours

worked on Banked Holiday for hourly employees, via adjustment by the Executive Director or their designee for salaried employees.

Carryover:

- We encourage the use of paid time off in the year it is given. However, we recognize that there are times where special circumstances such as longer planned vacations may benefit from the use of carryover of earned accrued time from one fiscal year to the next. We will automatically carry over accrued, unused balances of no more than 5 PTO days at the end of the fiscal year. This allows you to manage your time and allows GMHEC to manage its financial obligations in a responsible manner. All remaining balances over 5 days will be forfeited as of the end of each fiscal year. Exceptions to the Carryover policy must be approved, in advance, by the Executive Director.

Management of Paid Time Off:

- You are responsible for managing your PTO account. It is important that you plan ahead for how you will use your PTO. This means developing a plan for taking your vacations, as well as doctor's appointments and personal business. It also means holding some time in "reserve" for unexpected needs, such as emergencies and illnesses.

Notice and Scheduling:

- GMHEC treats its employees as professionals and expects that employees consider the success of our organization and our customers, to the extent possible, when requesting discretionary time off. Requests for time off should be submitted via Oracle. Once the time is approved, please also record it on the GMHEC Time Off Calendar and on your personal calendar and be sure to create an away phone message and turn on your email out-of-office notice with information on who to contact in your absence.
- You are required to provide your supervisor with reasonable advance notice and obtain approval prior to using PTO. This allows for you and your supervisor to prepare for your time off and assure that all staffing needs are met. There may be occasions, such as sudden illness, when you cannot notify your supervisor in advance. In those situations, you must inform your supervisor of your circumstances as soon as possible.

Termination of Employment:

- Upon leaving GMHEC, you will be paid for all accrued, unused PTO.

Questions:

- Please contact your supervisor with questions.